



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE

Application Date
3-10-76

Application Number

8

1. Agency Address

Department of Veterans Service
1 Hunter St., SW
Atlanta, Georgia 30334

FOR RECORDS MANAGEMENT USE

Application Number

76-182

Date Received

APR 20 1976

Date Completed

JUN 28 1976

2. Person to Contact

Harry B. Brown, Jr.

Working Title

Records Management Officer

Telephone Number

656-2332

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest
1966 1976

5. Records Series Title (followed by title used in office; if different)

Construction Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

Administrative Services Division: The function of this division is to provide centralized support to all operational segments of the Veterans Assistance activity to include budgeting; accounting operations; personnel administration and training; procurement and issue of supplies and equipment; property control; space and tele-communications management; records management and safety programs; Equal Opportunity and Affirmative Action Programs; administration of grants to Confederate widows; printing; mail processing and central files maintenance.

Supervise, coordinate and/or execute actions relating to operation of two State War Veterans Homes to include preparation and management of annual budgets; initiation/coordination of changes in operating policies and procedures; development and administration of construction projects; and coordination with Medical College of Georgia, Central State Hospital and Veterans Administration to resolve operational matters.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: Planning, acquisition, construction, modification, repair, maintenance and disposal of buildings and facilities owned by the Department.

Included are: Written program, project outline, preliminary drawings, architectural agreement; blueprints, specifications and change orders, bid advertisements, bid tabulations, application for federal grants, contractual agreements, site survey, topographical survey, soil investigation reports, building permits, resident engineer reports, progress schedules and reports, payrolls (contractor and subcontractors), architect pay requests, contractor pay requests, bonds and insurance policies/certificates, contractor's schedule of values, certificate of substantial completion, warranties and guaranties, statutory affidavits, lien releases, general correspondence, final inspection and acceptance, request for payment of federal grants, and record of project payments.

File is arranged: Numerically by project and alphabetically by subject.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 60; Seven to twelve months old 30; Thirteen to twenty-four months old 20; twenty-five months and older 10?

9. Annual Rate of Accumulation of Records

Letter-size drawers 1; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | Permanent _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Blue Prints and associated documents should be retained for lifetime of structure.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Retain in current files area until completion of audit; then

Blue Prints, Specifications and Change Orders: transfer to local holding area for 5 years; then transfer to State Archives for permanent retention.

All other records: transfer to local holding area for 6 years, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	4-13-76	<i>[Signature]</i>	4-13-76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	6-27-76
		Secretary of State/Designee	6-21-76
		Attorney General/Designee	6-24-76